



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3  
UNIT 29351  
APO AE 09014

AEAGC-AV

23 August 2005

MEMORANDUM OF INSTRUCTION

SUBJECT: Approval Procedures for the Use of Heidelberg-Pfaffengrund Helipad (ETIE)

1. PURPOSE. This Memorandum Of Instruction (MOI) establishes approval procedures for use of the United States Army Heidelberg-Pfaffengrund helipad for landing helicopters in support of Headquarters, United States Army, Europe and Seventh Army (USAREUR/7A) and in support of medical or public safety missions.
2. APPLICABILITY. This MOI applies to all military and civilian aircraft using Heidelberg-Pfaffengrund helipad.
3. RESPONSIBILITIES.
  - a. USAREUR/7A DCS G-3, Aviation Division is the approval authority for all aircraft operations at Heidelberg-Pfaffengrund helipad.
  - b. Commander, Army Flight Operations Detachment (AFOD) issues Prior Permission Required (PPR) numbers for aircraft requests at Heidelberg-Pfaffengrund helipad and maintains an accurate count of the number and type of aircraft utilizing the facility.
4. GENERAL. Heidelberg-Pfaffengrund helipad is operated in support of Headquarters, USAREUR/7A and for medical/public safety missions flown by USAREUR/7A, German civilian medical emergency helicopters or German Polizei helicopters.
5. AUTHORIZED USERS.
  - a. Within the scope of this MOI, aircraft transporting the Command Group, USAREUR/7A are authorized unrestricted use of Heidelberg-Pfaffengrund helipad. (A flight notification to AFOD will be provided for all flights)
  - b. Operational Support Airlift (OSA) missions, to include tactical aircraft which conduct OSA missions must request approval from USAREUR/7A DCS G3 Aviation Division.
  - c. Medical support aircraft transporting patients, donor organs or blood, medicine, medical equipment or specialized medical teams will request approval from USAREUR/7A DCS G-3 Aviation Division.
  - d. German Polizei and Bundesgrenzschutz aircraft in performance of official duties, will request approval from USAREUR/7A DCS G3 Aviation Division.

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6. PRIOR PERMISSION REQUEST (PPR) PROCEDURE.

a. PPR for use of Heidelberg-Pfaffengrund Helipad will be sent through the AFOD at least 24 hours prior to planned arrival. Upon approval from USAREUR/7A G3 Aviation Division, AFOD will assign a PPR number to each request.

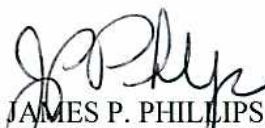
b. PPR will provide the following information:

- 1) Aircraft type, tail number and call sign.
- 2) Aircraft operating agency.
- 3) Estimated time of arrival.
- 4) Estimated time of departure.
- 5) Purpose of the mission.
- 6) Senior ranking passenger.
- 7) Special requests.
- 8) Point of contact.
- 9) A copy of an approved exception to policy if required.

c. USAREUR/7A G-3 Aviation Division will review the request to ensure that the aircraft's mission meets established criteria. USAREUR/7A G-3 Aviation Division will disapprove all requests that do not meet the criteria in paragraph 5.

d. USAREUR/7A is the final authority on questions of usage priorities.

7. POINT OF CONTACT. USAREUR/7A, DCS, G-3, Aviation Division, at DSN 370-6034.

  
JAMES P. PHILLIPS  
DAC

Chief, Aviation Division